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C/AS 16 October 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

ODP #81-1378

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Current Directorate of Administration Activities

25X1 1. Accelerated efforts are underway by the Office of Logistics to prepare the [] for occupancy by the Office of Soviet Analysis (OSA), NFAC, on 19 October. As of 14 October, 15 truckloads of furniture and filing equipment have been delivered. The supply room for the [] has been set up and stocked, and the furniture arrangements for the guard and reception areas have been completed. After occupancy by OSA, the schedule calls for the Office of Development and Engineering, DS&T, to be moved during the following two weekends. []

2. Because of many construction deficiencies, primarily related to water and sewer systems, the section of the Credit Union which services retirees has rescheduled its move for 23 October. []

3. During the period 8 - 14 October, the Safety Group, Office of Security, conducted fire drills at the following Agency installations: Chamber of Commerce, []

4. The annual report to OMB summarizing the Agency's unobligated balances as of 30 September 1981 has been finalized. A total of [] is being retained in accordance with an existing memorandum of understanding between the Agency and the []

[] A9c5.1

* 5. On 7 October representatives from the Offices of Data Processing and Finance hosted a presentation for NSA describing the implementation and use of [] a proprietary data base management system available on our VM system for general usage. []

25X1 7. Due to Mr. Agee's visit to [] the communications facilities at the [] site were manned until 2400 hours, 13 October, anticipating a possible demonstration [] MINIMIZE was imposed and emergency destruction devices were made ready. [] A9c4.1

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25X1 8. The Common Yardstick Working Group met at the Language School (LS), Office of Training and Education, on 6 October. Called together by the [redacted], the Group met to draft a plan to expand the lower end of the Government's oral proficiency rating scale. Present were the Chief, Testing Branch, LS, the Academic Dean of the Defense Language Institute, and representatives from the [redacted] the National Endowment for the Humanities, and the Center for Applied Linguistics. [redacted] 25X1 25X1

9. On 16 October, the Deputy Director for Administration will address the GSA employees who work at Agency facilities. [redacted] 25X1

[redacted] 25X1
Harry E. Fitzwater

25X1 EO/DDA [redacted] (16 Oct 81)

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